

Checklist for witnesses to contracts between employer and worker

If you are a witness to a contract between an employer and a worker for a cocoa farm, check the following:

Information to Check	Checked	Comments
Is the worker over 18 years of age?		
If the worker is aged 15-17, is it understood by the employer that the worker will only perform non-hazardous tasks appropriate for their age?		
Does the worker have their ID documents? Does the worker understand that they can't be taken away?		
Does the worker know the total area/size of the farm(s)?		
Have the worker and the employer agreed on the tasks to be performed and the tools provided?		
Does the worker know how many days they to work per week?		
Have the working hours been discussed and agreed upon?		
Does the worker know how they will be paid?		
Does the worker know how much they will be paid?		
Does the worker know when they will be paid?		
Have the employer and the worker discussed if there will be any additional benefits like meals, housing, transportation, or healthcare costs provided along with the salary? Have they agreed on the details?		
Have the employer and the worker agreed on a duration of the contract?		
Does the worker understand the contract?		
Is the worker agreeing to the work and the pay?		
Have both parties agreed what to do if there is a problem between them?		
Have both parties signed the agreement and have a copy of it (if there is a written document)?		
Has the agreement been signed by two witnesses of both parties?		

Name (person witnessing the contract):

Signature:

Date: